



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
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MCO 1740.13A  
MHF  
3 Dec 1993

MARINE CORPS ORDER 1740.13A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: FAMILY CARE PLANS

Ref: (a) DoDInst 1342.19  
(b) MCO 1300.8P  
(c) MCO P1900.16D  
(d) MCO P1080.35H  
(e) MCO P1080R.38C

Encl: (1) Definitions  
(2) Special Power Of Attorney  
(3) Quick Reference Checklist For Items To Consider in  
Developing a Family Care Plan

1. Purpose. To publish policy and establish procedures for family care plans of Marines and emergency essential (EE) civilian personnel who are single parents; dual military couples with dependents; Marines who otherwise bear sole responsibility for the care of children under the age of 19; or Marines with family members who are unable to care for themselves in the Marine's absence.

2. Cancellation. MCO 1740.13.

3. Information. The personal readiness of Marines is directly affected by the arrangements they have made for the care of their families when they must deploy. The more thorough the family care plan, the easier it will be on Marines who must deploy. This is especially true for Marines who have sole responsibility for the care of dependents or who share that responsibility with a spouse who is also a servicemember. DoD's concerns about the readiness of servicemembers and the welfare of their dependents resulted in the promulgation of reference (a).

4. Definitions. Provided in enclosure (1).

5. Policy

a. Individual Marines are solely responsible for initiating a family care plan with their command under the following conditions:

(1) Marine is or becomes a single parent with custody of children.

(2) Dual military couples with dependents, in which case both servicemembers must have a plan.

(3) Family circumstances or other personal status changes in which the Marine becomes solely responsible for the complete care (housing, medical, logistical, financial, food, clothing, or transportation) of another family member who may or may not reside in the same household. Such circumstances include, but are not limited to:

(a) Birth or adoption of a child(ren). Reference (b) addresses assignment issues related to birth and adoption of children for servicemembers.

(b) Loss of a spouse through death, separation, or divorce resulting in the Marine assuming the responsibilities in paragraph 5a(3) above.

(c) Enlistment (or commissioning) in the military (Regular or Reserve component) by a spouse when the Marine and spouse become a dual military couple with dependents.

(d) Assumption of sole care for an elderly or disabled family member.

(e) Assumption of sole care for a member with limited command of the English language, or the inability to drive or to gain access to basic life-sustaining facilities. Exercise of personal judgement will be considered by commanders in implementing this subsection based on considerations of geographic location or mission.

(f) Recurring absence of a spouse through career/job commitments or other reasons which result in the servicemember assuming the responsibilities as outlined in paragraph 5a(3) above.

b. Marines are responsible for immediate availability during rapid response situations to worldwide deployment contingencies. Failure to produce a family care plan in accordance with this Order can result in administrative separation, per reference (c). In the case of Reserve Marines, transfer to an inactive status, discharge, or separation may be recommended.

c. A military single parent cannot be designated as a primary caregiver.

d. Commanding officers of Marines of the Regular component, reservists on active duty, and Selected Marine Corps Reservists have the primary responsibility to ensure that Marines who meet the conditions in paragraph 5a above have an up-to-date family care plan. Commanding officers or their designated representatives shall discuss/assist their Marines in the following:

(1) Require completion of comprehensive family care plans that provide provisions for all possible-contingencies, both short term and long term deployments or absences. Enclosure (2) is a sample power of attorney that may be used to assist in the preparation of and be incorporated in a family care plan. Enclosure (3) is a quick reference checklist for provisions to be considered, but is not all-encompassing.

(2) Inform Marines that failure to provide an adequate family care plan resulting in a nondeployable status for training or contingencies may subject the Marine to disciplinary action and/or separation from the Marine Corps.

(3) Recommend to their Marines that they seek assistance from organizations listed below:

(a) Family Service Centers (FSC's).

(b) Legal Assistance Offices.

(c) Child Development Programs, i.e., child development centers, family child care homes, and child care resource and referral services.

(d) Community organizations that maintain lists of licensed caregivers in the community. This information is available through the FSC's.

e. FSC's, upon the request from unit commanders or individual Marines, shall provide information and assistance in developing a family care plan. FSC directors shall ensure that their staff have information that covers all aspects of deployments, stress management, financial arrangements, referrals, and guidelines for selection of caregivers. Commanders who do not have access to an FSC shall ensure that their Marines are provided information regarding outreach programs from the following (but not limited to) sources:

(1) Marine Corps Family Service/Assistance Centers.  
Regional Marine Corps FSC's are:

(a) MCCDC Quantico, VA. East of the Mississippi River (minus Wisconsin) is served by MCCDC Quantico, VA by calling (800) 336-4663; if calling from VA, call (703) 640-2659.

(b) MCB Camp Pendleton, CA. West of the Mississippi River (plus Wisconsin) is served by MCB Camp Pendleton, CA by calling (800) 253-1624; if calling from CA, call (619) 725-5361.

(c) Marine Reserve Forces. Reservists can call (504) 942-6586 or DSN 363-6586.

(2) DoD, National Guard, or other Military Department Family Service or Assistance Centers.

f. Each military child development center and command approved family child care home shall keep a copy of the family care plan for each child who is enrolled on a regular basis, and whose sponsor is on active duty, and who is required to have a family care plan.

6. Procedures

a. Regular Component Marines and Reservists on Active Duty

(1) Must notify their commanders no later than 30 days after a change in family status as specified in paragraph 5a above.

(2) Submission of a final family care plan must be made to the commanding officer within 60 days of the notification. Commanders may grant an additional 30 days to submit an acceptable family care plan.

b. Selected Reservists

(1) Must notify their commanders no later than 60 days after a change in family status as specified in paragraph 5a above.

(2) Submission of a final family care plan must be made to the commanding officer within 90 days of the notification. Commanders may grant an additional 30 days to submit an acceptable family care plan.

c. Individual Ready Reservists (IRR). During the annual screening of members of the IRR (either by mail or at a muster), Marines who indicate that family care will prevent their immediate mobilization will be provided a copy of enclosures (2) and (3).

d. All documents of the family care plan will become part of the individual Marine's service record.

7. Action

a. CMC (IG). Verify that family care plans are included in the inspection process during the conduct of inspections.

b. CMC (MHF). Family Programs Branch is responsible for the content of this Order and will ensure FSC's are providing appropriate assistance to commanders and individual Marines. MHF will conduct inspections of all FSC operations for compliance with this Order.

c. Commanding Officers of Marines of the Regular Component Reservists on Active Duty and Selected Marine Corps Reservists

(1) Ensure that all Marines who are the primary providers to children under the legal age of 19 (or applicable State law), or other family members who are unable to care for themselves in the absence of the Marine, complete a family care plan and submit it to the commanding officer for review.

(2) Conduct an annual review of family care plans to verify accuracy, viability, and currency. This can be accomplished during the annual audit of the Marine's service records.

(3) Ensure that the local staff judge advocate reviews the legal documents of the family care plan for applicability to State law.

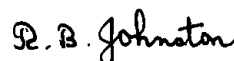
(4) Ensure family care plans are incorporated into the command's family readiness program.

(5) Ensure that unit diary entries accurately reflect child/dependent custody status per references (d) and (e) for each Marine required to complete a family care plan.

d. CG MCRSC. Ensure that members of the IRR are provided copies of enclosures (2) and (3) if they indicate that family care may prevent immediate mobilization.

e. Commanding officers of EE civilian personnel will encourage them to have a current family care plan.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
R. B. JOHNSTON  
Deputy Chief of Staff for  
Manpower and Reserve Affairs

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## DEFINITIONS

1. Caregiver. An individual who is not a member of the Armed Forces or a member of a Reserve component, is at least 21 years of age, and is capable of self-care and care of children or other dependent family members. This individual must agree in writing to care for one or more family members during the Marine's absence for indefinite periods to ensure the Marine is available for worldwide duties.

2. Discuss. The conversation between the Marine and the commanding officer or designated representative on Marine Corps policy as it pertains to family care plans. The commanding officer must ensure that the Marine fully understands the unique demands of military service as it relates to personal and family responsibilities and the necessity for realistic family care arrangements to ensure the Marine is available for worldwide duty.

3. Dual Military Couple With Dependents. Regular or Reserve component members married to each other who have joint responsibility and physical custody for the care of children under 19 years of age or family members for whom the Marine bears medical, legal, financial, and/or logistical responsibility.

4. Emergency Essential (EE) Personnel. Civilians whose positions are located overseas or would be sent overseas during a crisis situation to assist in combat operations or to support combat essential systems subsequent to mobilization and/or an evacuation order.

5. Family Care Plan. A document that outlines the person(s) who shall provide care for the Marine's children, disabled, elderly, and/or other family member(s) dependent on the Marine for financial, medical, or logistical support (housing, food, clothing, transportation) in the absence of the Marine due to military duty (training exercises, temporary duty, deployments, etc.). The plan outlines the legal, medical, logistical, educational, monetary, and religious arrangements for the care of the Marine's family member(s). The plan must include all reasonably foreseeable situations and be sufficiently detailed and systematic to provide for a smooth, rapid transfer of responsibilities to the caregiver upon the absence of the Marine.

6. Family Care Planning. The advance process of planning for the care of children, disabled, elderly, and/or other family members dependent upon the Marine for support specified in definition 7 below. The planning is the initiative taken by the Marine to use all available military and private sector resources to ensure that covered family members, as prescribed in this Order, receive adequate care, support, and supervision during the Marine's absence.

ENCLOSURE (1)

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7. Family Members. Includes those individuals for whom the Marine provides medical, financial, and logistical support (e.g., food, housing, clothing, transportation). This includes, but is not limited to, children under the age of 19, elderly adults, persons with disabilities, and others who are unable to care for themselves in the absence of the Marine, as described in definition 5 above.

8. Marine. Includes Regular component Marines, members of the Selected Marine Corps Reserve, and members of the Individual Ready Reserve.

9. Separated. The status of married Marines who are legally separated from their spouse under a court order or legally recognizable agreement, or Marines who customarily live apart from their spouse.

10. Single Parents. Marines who have no spouse or who are separated or otherwise apart from their spouse, but who have physical custody of children under 19 years of age. Also included under the provisions of this Order are single Marines who have physical custody of disabled dependents of any age for whom the Marine bears full medical, legal, logistical, and/or financial responsibility.

ENCLOSURE (1)

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That I, \_\_\_\_\_

\_\_\_\_\_ currently residing at: \_\_\_\_\_

do make, constitute, and appoint: \_\_\_\_\_

who currently reside(s) at: \_\_\_\_\_

\_\_\_\_\_ Ph: ( ) \_\_\_\_\_  
(if no street address, give directions to home) my true and lawful  
attorney(s) in fact to act as follows GIVING AND GRANTING unto my  
said attorney(s) in fact full powers to:

1. Act as legal guardian of child(ren) herein named, more  
specifically in loco parentis, to accomplish any and all acts  
necessary to enroll, register, take care of any/all matters  
pertaining to school, and to execute any parental consent forms for  
said child(ren) .

2. Authorize any and all medical and hospital care and  
treatment, including major surgery, deemed necessary by a duly  
authorized and licensed physician, for the health and well-being of  
my child(ren) as herein named. In caring for and maintaining my  
said child(ren), my said attorney(s) in fact are authorized to  
perform those parental functions and make those decisions as would  
I, the legal parent and guardian, if I were present.

NAME OF CHILD(REN)	AGE	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

FURTHER, I do authorize my aforesaid attorney(s) in fact to  
perform all necessary acts in the execution of the aforesaid  
authorizations with the same validity as I could effect if  
personally present. I further declare that any act or thing  
lawfully done hereunder by my said attorney(s) in fact shall be  
binding on myself, and my heirs, legal and personal representa-  
tives, and assigns whether the same shall have been done either  
before or after my death, or other revocation of this instrument,

ENCLOSURE (2)



unless and until reliable intelligence or notice thereof shall have been received by my said attorney(s) in fact; and whether or not I, the grantor of this instrument, shall have been reported or listed, either officially or otherwise, as "missing-in-action" or "captured" as those terms are used in military parlance, it being the intendment hereof that such status designation shall not bar my attorney(s) in fact from fully and completely exercising and continuing to exercise any and all powers and rights herein granted, and that such report of "missing-in-action" or "captured" shall neither constitute nor be interpreted as constituting notice of my death nor otherwise operate to revoke this instrument.

PROVIDED, however, that all actions taken hereunder for me or for my account shall be transacted in my name, and that all endorsements and instruments executed by my said attorney(s) in fact for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my said attorney(s) in fact and the designation "attorney in fact."

FURTHER, unless sooner revoked or terminated by me, this Special Power of Attorney shall become null and void from and after \_\_\_\_\_.

This power of attorney shall not terminate on disability, incompetence, or incapacity of the principal at law.

IN WITNESS WHEREOF I have hereunto set my hand and seal this the \_\_\_\_ day of \_\_\_\_\_ 19\_\_

\_\_\_\_\_  
(SIGNATURE) (SEAL)

WITNESS: \_\_\_\_\_  
WITNESS: \_\_\_\_\_

INDIVIDUAL ACKNOWLEDGEMENT

STATE of \_\_\_\_\_  
COUNTY of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_ 19\_\_, before me personally came \_\_\_\_\_ to me known to be the individual described in and who executed the foregoing instrument, and he/she acknowledged that he/she executed the same.

Notary Public \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

ENCLOSURE (2)

QUICK REFERENCE CHECKLIST FOR ITEMS TO CONSIDER IN DEVELOPING A  
FAMILY CARE PLAN

Family care plans shall include provisions for short and long term absences. Plans shall include designating a caregiver (to include person for temporary custody in the event of their death or incapacity). Arrangements for financial, logistical, and medical care must be part of the plan. In short, planning for all possible contingencies is recommended.

CHECKLIST

	YES	NO
CAREGIVER DESIGNATED:		
AGREEMENT SIGNED BY CAREGIVER	_____	_____
CAREGIVER COUNSELED BY FAMILY SERVICE CENTER	_____	_____
TEMPORARY CUSTODY AGREEMENT	_____	_____
DOCUMENTS FOR CAREGIVER TO USE BASE FACILITIES		
CAREGIVER MEETS REQUIREMENTS / STANDARDS	_____	_____
LEGAL:		
WILLS	_____	_____
POWER OF ATTORNEY	_____	_____
FINANCIAL:		
ALLOTMENTS FOR CARE OF DEPENDENTS	_____	_____
BANK ACCOUNTS/ACCESS/ARRANGEMENTS	_____	_____
LOGISTICAL:		
MOVEMENT / TRANSPORTATION ARRANGEMENTS	_____	_____
ESCORTS IN TRAVEL TO LOCATION OF CAREGIVER	_____	_____
USE OF PERSONAL PROPERTY AGREEMENTS	_____	_____
CARE OF HOME/QUARTERS	_____	_____
MEDICAL CARE/SUPPORT (IF REQUIRED)	_____	_____
LANGUAGE TRANSLATOR (IF REQUIRED)	_____	_____
FAMILY CONTACTS	_____	_____
FAMILY SERVICE CENTER:		
ASSISTANCE PROVIDED	_____	_____
DISCUSSION WITH MARINE/CAREGIVER ON:	_____	_____
CHILD CARE/BEHAVIORAL CHANGES	_____	_____
FAMILY ADVOCACY	_____	_____
REFERRAL/ASSISTANCE	_____	_____

ENCLOSURE (3)